



Standard Operating Procedure Refuse Disposal Division

REFUSE
DISPOSAL
DIVISION

Emergency Procedures **Injuries**

Supervisors must report all work related injuries by phone within 24 hours to: 1-800- 427-7980

Minor Injury:

1. If a City employee experiences a minor injury (i.e., bee stings, minor cuts, small burns, etc.), only on-site employees with first aid training may treat the wound.
2. Fill out the *Minor Injury Report*, which can be obtained from your supervisor.
3. If a customer experiences a minor injury on site, obtain the customer's personal information and description of the accident.

***Note** - DO NOT provide first-aid treatment to landfill customers.

Non-Incapacitating Injury:

1. If a City employee experiences a non-incapacitating injury (i.e., minor burns, punctures. Sprains, etc.), provide first aid at the site **only** when necessary.
2. Take victim to the City's designated doctor or hospital emergency room for examination and treatment.
3. If a customer receives an injury that is non-incapacitating, DO NOT provide first aid unless the situation deems it absolutely necessary for the well being of the victim.
4. Obtain all personal information about the victim for purpose of completing accident report forms.
5. Instruct the customer to go to his doctor for a thorough examination and proper treatment.

Serious Injury:

1. DO NOT move victims who have been seriously injured unless they are in danger because of their location.
2. Provide first aid to the victim, but only perform treatments that are necessary to prevent further harm to the victim.

***Note** – Only employees who have had first aid training should render first aid.

3. Call Station 38 or the nearest ambulance service by dialing 911.

4. Notify your immediate Supervisor and the Landfill Superintendent.
5. If the accident involves a landfill *customer*, be certain to obtain the personal information that is required in order to complete accident forms.

Environmental Management System (EMS) –ISO 14001

PROCESS MAP #: N/A

Benefit of Compliance to Instruction:

- Safest/quickest method for addressing injuries
- Minimizes impacts as a result of injuries

Consequence of Non-Compliance to Instruction:

- Further harm to the injury/victim
- Death of victim
- Legal action

Reviewed by: Senior Staff, *Refuse Disposal Division*

Approved by: Steven Fontana, *Deputy Environmental Services Director, Refuse Disposal Division*

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